

July 18, 2025

P-RFQ No. 2025-091

REQUEST FOR QUOTATION

WELL REHABILITATION OF PULANG LUPA PUMP STATION #20 (WR-2025-06-014)

The Santa Maria Water District (SMWD) hereinafter referred to as “the Purchaser”, through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, “**WELL REHABILITATION OF PULANG LUPA PUMP STATION #20**” through Small Value Procurement (Sec. 34 of R.A. No. 12009) with Approved Budget for the Contract (ABC) of Five Hundred Ninety Thousand Pesos Only (**₱590,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	Work includes, but not limited to, the following activities 1. Mobilization and Demobilization 2. Site Preparation and Pull-out of Submersible Pump and Motor 3. Initial Down-hole Camera Inspection 4. Well Cleaning and Rehabilitation Works 5. Final Down-Hole Camera Inspection 6. Re-installation of Submersible Pump and Motor 7. Commissioning and Pump Testing 8. Water Quality Sampling and Analysis 9. Final Demobilization and Site Restoration 10. Reporting and Documentation	1	LOT		
	*** please see attached terms of reference ***				

The Terms of Reference (TOR) has been attached hereto and shall form part of the Work Order. The project coverage, scope of work, terms of payment, and general conditions are stated therein. Any stipulations in the general conditions shall be complied with.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 (New Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the item and award will be made to the quotation resulting in the overall lowest cost.

Pursuant to Appendix A “Documentary Requirement for Alternative Methods of Procurement of Annex “H: of 2016 revised IRR of RA No. 9184, the following documents are required to be submitted along with your quotation/proposal.

1. PhilGEPS Registration Number
2. Mayor’s/Business Permit
3. Omnibus Sworn Statement – an unnotarized omnibus sworn statement can be submitted along with the quotation/proposal provided that a notarized copy shall be submitted prior to confirmation of the award by the supplier/contractor.





4. Income/Business Tax Return

Additional Requirements to be Submitted along with your quotation/proposal:

1. Photo Copy of Invoice
2. Certificate of Registration (BIR FORM 2303)

Failure to meet any one of the aforementioned requirements will result to rejection of your proposal/quotation.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the project site if the contract is awarded. Quotations exceeding the Approved Budget for the Contract shall be rejected.

Payment shall be through check and advance payment is not allowed.

The duly accomplished quotation form may be typewritten or handwritten and may be placed in sealed envelope marked **WELL REHABILITATION OF PULANG LUPA PUMP STATION #20** (RFQ No. 2025-091) and must be submitted on or before **July 25, 2025, 11:00AM** at the SMWD main office. It may also be sent via electronic mail on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the **BAC Chairperson, Ms. Maria Leonora S. Romarate**.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

PROJECT SITE: Pulang Lupa Pump Station, Catmon, Santa Maria, Bulacan

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

Sgd
Romel P. Lazaga
Procurement Analyst

Noted by:

Sgd
Maria Leonora S. Romarate
BAC Chairperson



TERMS OF REFERENCE FOR THE
WELL REHABILITATION OF PULANG LUPA PUMP STATION #20

I. OBJECTIVE

The Santa Maria Water District (SMWD) intends to engage the services of a qualified Supplier/Contractor for the well rehabilitation to enhance pump efficiency and improve the water quality of the ground water supply of Pulang Lupa Pump Station #20.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

Five Hundred Ninety Thousand Pesos (P 590,000.00)

III. PROJECT COVERAGE

1. Pull-out of submersible pump and motor
2. Initial Down-hole camera inspection of the well
3. Brushing, surging, bailing, and air lifting
4. Final Down-hole camera inspection of the well
5. Re-installation of the submersible pump and motor
6. Testing, Commissioning, and Submission of Report

IV. SCOPE OF WORK

The Supplier/Contractor shall provide all necessary labor, materials, equipment, tools, chemicals, supervision, transportation, and other incidental resources required to successfully complete the well rehabilitation works. The activity shall cover the following major components:

1. Mobilization and Demobilization
 - Transport and delivery of equipment, tools, personnel, and materials to and from the project site.
 - Setup of work area, safety signage, and temporary facilities (if necessary) prior to the start of operations.
 - Final clearing and site clean-up upon completion of all activities.
2. Site Preparation and Pull-out of Submersible Pump and Motor
 - Proper disconnection and safe extraction of the existing submersible pump and motor from the well.
 - Protection and temporary storage of removed components within the site or designated SMWD location.
 - Conduct an assessment of the pump and motor to be immediately communicated to the SMWD.
3. Initial Down-hole Camera Inspection (Camera Logging)
 - Performance of internal video inspection of the well casing using a down-hole camera to be witnessed by SMWD personnel.



- Documentation of well screen condition, alignment, sedimentation, or damage.
 - Submission of digital video file and inspection report indicating depth, well screen locations, and notable findings.
4. Well Cleaning and Rehabilitation Works
 - Application of approved chemical solution (NSF/ANSI 60 standards compliant Sodium Hexametaphosphate) to dissolve mineral incrustations and biological deposits.
 - Mechanical brushing of the well casing and screens using appropriate tools.
 - Surging and bailing to loosen and remove dislodged materials.
 - Air lifting to remove accumulated sediments, slime build-up, and other obstructions at the bottom of the well.
 5. Final Down-hole Camera Inspection (Camera Logging)
 - Performance of internal video inspection of the well casing using a down-hole camera.
 - Documentation of well screen condition, alignment, sedimentation, or damage.
 6. Re-installation of Submersible Pump and Motor
 - Proper lowering and reconnection of the submersible pump and motor assembly, ensuring proper alignment and operational readiness.
 7. Commissioning and Pump Testing
 - Conduct of Step Drawdown Pump Test to determine well performance under varying discharge rates.
 - Conduct of Constant Discharge Rate Pump Test for at least 24 hours (or as specified), including measurements of water level drawdown and recovery.
 - Provision of calibrated test equipment and flow measurement devices.
 8. Water Quality Sampling and Analysis
 - Collection of water samples at appropriate stages after pumping stabilization.
 - Submission of samples to a SMWD-accredited laboratory for physical and chemical analysis, with parameters to include but not limited to pH, color, turbidity, total dissolved solids, iron, manganese, and other relevant indicators.
 - Submission of certified test results to SMWD.
 9. Final Demobilization and Site Restoration
 - Removal of all contractor equipment, temporary structures, and waste materials from the site.
 - Restoration of the site and affected facilities to their original condition or better, in accordance with SMWD requirements.
 10. Reporting and Documentation
 - Pre- and post-activity photos
 - Video logs and inspection data
 - Well cleaning procedures and chemicals used
 - Pump testing data and performance curves
 - Laboratory test results of water quality



- Summary of findings, recommendations, and remarks

All activities must be coordinated with SMWD's designated representatives, and no major work shall proceed without written approval from an authorized SMWD personnel. Work must adhere to all applicable safety, environmental, and regulatory standards.

V. TERMS OF PAYMENT

1. Payment shall be made within thirty (30) calendar days upon submission of a valid billing statement, along with complete supporting documents, and after acceptance by the Santa Maria Water District (SMWD) in accordance with the provisions of Republic Act No. 9184.
2. Following the provisions of RA 12009 and applicable rules of the Commission on Audit (COA) and the Department of Budget and Management (DBM), a down payment of up to fifteen percent (15%) of the total contract price may be allowed for mobilization purposes, subject to the submission of a written request by the Contractor.
3. The payment shall be made via check, subject to government disbursement protocols.
4. A deduction shall be applied to cover withholding tax and expanded value-added tax (E-VAT) in accordance with Bureau of Internal Revenue (BIR) regulations.
5. Failure to comply with the delivery or documentation requirements may result in delayed payment, for which the Contractor shall be held accountable.

VI. GENERAL CONDITIONS

1. The Supplier/Contractor shall be responsible for the mobilization and demobilization costs, including delivery of manpower, equipment, and materials to and from the job site.
2. The cost of the equipment used in the well rehabilitation shall be deemed included in the tendered price of the Contractor.
3. Any excess in electricity and water consumption beyond the three (3) months average shall be charged to the contractor. The excess consumption shall be determined based on the difference between the current month's usage and the computed average of the previous three (3) months. The corresponding cost shall be deducted from the contractor's billing.

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4. The contractor shall complete the work within a minimum of five (5) working days and a maximum of fifteen (15) working days, depending on the scope of work. A detailed work schedule shall be submitted to the Santa Maria Water District (SMWD) for written approval prior to the commencement of any activity. In case of delays due to unforeseen events or circumstances beyond the contractor's control, a formal request for extension must be submitted in writing and shall be subject to SMWD's approval.
5. To ensure quality workmanship, the contractor shall provide a warranty for the reinstallation of the pump and motor. The performance of the reinstalled equipment shall be equal to or better than its performance prior to the activity. Any defects or performance issues resulting from poor workmanship within the warranty period shall be immediately corrected by the contractor at no additional cost to SMWD.
6. All personnel of the Contractor are required to wear appropriate Personal Protective Equipment (PPE) including gloves, safety glasses, hard hats, and steel-toed or rubber boots at all times within the project site, and may utilize danger signs, barricades or safety instructions for the prevention of accidents and injuries.
7. The Contractor shall be held fully responsible for any incidents, accidents, or damage that may occur during the execution of the project, whether involving personnel directly assigned to the project or others indirectly affected.
8. The pump system must be isolated to ensure safety and prevent accidental startup during the course of work.
9. All damages, alterations, or modifications made to the existing structures, equipment, or components of the pump station, including but not limited to electrical systems, piping, concrete works, fencing, roofing, flooring, and other site fixtures arising from the implementation of the well rehabilitation activity shall be restored to their original condition or better, at the contractor's own expense. Failure to restore the facility as specified shall be a ground for withholding final payment, invoking performance security, or other remedies available under the contract.
10. All chemical substances, reagents, or cleaning agents to be used during the well rehabilitation works particularly those for disinfection, chemical cleaning, or treatment shall be accompanied by a Material Safety Data Sheet (MSDS). The MSDS must include information on the chemical's composition, handling precautions, potential hazards, storage requirements, and emergency measures.
11. All installation activities must be coordinated with the SMWD personnel and shall be carried out in accordance with SMWD's safety and operational protocols.
12. The Contractor shall at all times keep the site and working area in a tidy condition free from rubbish and waste materials.



13. All consumable items necessary to complete the project shall be at the expense of the Supplier/Contractor, including all materials and chemicals for well rehabilitation.
14. In the event of discrepancies, required on-site modifications, or other project-related issues, the Supplier/Contractor shall immediately coordinate with SMWD's authorized representative for appropriate resolution prior to the execution of work through written communication.
15. The Supplier/Contractor shall closely coordinate with SMWD throughout the project to ensure the effective and timely implementation of the contract.
16. This Terms of Reference (TOR) shall be considered an integral part of the contract processing, implementation, and documentation of the project.
17. Any dispute or disagreement in the interpretation or implementation of this contract shall be settled through arbitration, in accordance with existing Philippine laws.
18. The Santa Maria Water District (SMWD) reserves the right to terminate the services of the contractor at any time prior to the end of the contract period, under any of the following circumstances:
 - a. Services are not compliant with the provisions of this TOR or the operational standards of SMWD.
 - b. Circumstances arise such as changes in law or government policy, fortuitous events, or budgetary constraints that render the project impractical to continue.
19. SMWD reserves the right to reject any or all quotations/bids, to annul the procurement process, or to accept only the offer most advantageous to the government, at any time before the award of the contract, without incurring liability to the affected bidder(s).

Prepared by:

7/9/25

Sgd

Theresa Marie D. R. Mauricio

Supervising Chemist – Water Resource

Checked by:

Sgd

7/8/25

Engr. Mac Daniel C. Alejandro

Acting Division Manager – Water Resource

TOR- well Rehabilitation of Pulang lupa Pump Station #20

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Santa Maria WATER DISTRICT

Verified by:

Sgd *7/14/25*
Ms. Maria Leonora S. Romarate
Chairperson - Bids and Awards Committee (BAC)

Approved by:

Sgd
Engr. Carlos N. Santos, Jr.
General Manager *7/14/25*

Signature over printed name of the Contractor: _____
Company Represented: _____
Date Received: _____

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